



TRANSFER OPPORTUNITY

FOR CURRENT STATE EMPLOYEES OFFICE ASSISTANT (TYPING)

San Jose

DEPARTMENT OF INDUSTRIAL RELATIONS

Position: **Office Assistant (Typing), Permanent, Full Time**

Range A: \$ 2003 - 2435

Range B: \$ 2172 - 2641

Location: 100 Paseo de San Antonio, San Jose

Duties: Under supervision, the Office Assistant (Typing), performs general office duties including: filing; entering data into the computer; typing letters, reports, and forms associated with DAS' functions; opening and sorting mail; performing receptionist duties; assisting the public at the counter and over the telephone; and performing other clerical duties as required.

SROA and Surplus Employees will be given first consideration and are encouraged to apply. Anyone eligible for transfer or reinstatement to the above class may apply by sending an application to:

Department of Industrial Relations
Division of Apprenticeship Standards
P. O. Box 420603
San Francisco, CA 94142
Attention: Glenna Linn
Telephone: 415/703-5478

Applications accepted until September 15, 2006, or until position filled

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARRITAL STAUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.